

City of Beaverton

Waste Reduction Program Coordinator

General Summary

Provide education and information on the City of Beaverton's commercial recycling and waste education programs. Consult with businesses to develop and implement Recycle at Work (RAW) Programs. Implement and coordinate the Metro RAW programs.

Key Distinguishing Duties

Analyze and develop comprehensive waste reduction plans for individual businesses.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Provide information to staff, property managers, garbage haulers, property owners, developers, businesses, and others on the local, regional, state and federal regulations and programs regarding commercial solid waste and recycling. Provide customer service over the phone and in person regarding garbage, solid waste code, waste reduction, buying recycled products, and recycling issues.
2. Develop and implement commercial waste reduction and recycling collection programs for commercial and multi-family properties, construction and demolition projects and organics recycling in the City of Beaverton. Conduct on-site waste review and analyze businesses' waste management existing practices and needs. Work with franchised haulers to ensure standards are being met.
3. Identify and recommend methods to facilitate sustainability planning in the commercial sector of the City. Research local, regional, state and national issues regarding the needs of commercial recycling in the City.
4. Assist in developing outreach, education, marketing and communication strategies for implementing standards to increase recycling goals in the City. Collaborate with regional jurisdictions to develop methods of improving effectiveness.
5. Facilitate between franchised garbage haulers, private recyclers and businesses to clarify and maximize garbage and recycling services to Beaverton businesses.
6. Conduct research to identify sources for grants and develop grant proposals.

7. Participate in the selection and oversight of consultants who provide complex and sophisticated sustainability planning and related re-engineering services to small manufacturing businesses in the City.
8. Maintain manual and computer files, records and other information systems related to program functions. Establish and maintain databases, project tracking systems and other technical information systems required for studies, projects and programs.
9. Participate in department/division/section operational processes including procedure development and implementation.
10. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution. Focus on producing high quality results.
11. Produce an acceptable quantity and quality of work that is completed within established timelines.
12. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
13. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
14. Participate in the City Emergency Management program including classes, training sessions and emergency events.
15. Follow standards as outlined in the Employee Handbook.
16. Support and respect diversity in the workplace.

Other Functions

1. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Working knowledge of practices and principles of commercial recycling and solid waste evaluation programs.
- ◆ Working knowledge of the laws and regulations governing commercial recycling and solid waste evaluation programs.
- ◆ Basic knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Basic knowledge of strategic planning methods with an emphasis on services related to municipal code administration.
- ◆ Basic knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of basic arithmetic and mathematics principles.

- ◆ Working knowledge of English grammar, spelling and usage.

Skills/Abilities Required

- ◆ Ability to participate on a team focused on producing high quality results.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Advanced ability to influence and persuade parties regarding the implementation of recycling and solid waste evaluation programs.
- ◆ Advanced ability to apply excellent internal and external customer service skills.
- ◆ Advanced ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Strong ability to make presentations.
- ◆ Strong ability to use a keyboard and word processing, database applications, spreadsheet programs or other application software as required for position.
- ◆ Strong ability to use general office equipment including typewriter, adding machine and copier.

Minimum Qualifications Required for Entry

Bachelor's degree in business/public administration, environmental studies or a related field and two years experience in recycling and solid waste evaluation programs or waste prevention or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

Working Conditions

Regular focus on a computer screen; daily use of a keyboard or similar device; occasional standing for prolonged periods; occasional dealing with distraught or difficult individuals; frequent travel to local off-site locations; frequent operation of a motor vehicle on public roads; occasional attendance at meetings or activities outside of normal working hours.

Classification History

Classification created: November 2001

Revised: 11/04

Revised: 1/1/09

Status: SEIU
FLSA: Non-exempt

Department Head Signature

Human Resources Signature

Date

Date